

Entering and Posting Manual Checks

SchoolFunds Online is designed to print checks on the pre-printed laser forms provided by TRA, Inc. However, the user may create and post a manual check if necessary. To manually write or type a check and post it to SchoolFunds Online, follow these steps:

Click on Checks, New Checks to display a blank check entry screen.

Home > Checks > New Check

USER DATA FILES CHECKS RECEIPTS JE's PO's REGISTERS REPORTS BANK RECON HELP

TRA TRAINING SCHOOL

PLEASE NOTE YOU WILL BE SIGNED OUT IN 20 MINUTES IF THERE IS NO ACTIVITY.

DATE: 9/24/2014

Pay to the order of: VENDOR: AAA Storage QUICK VENDOR ADD

*denotes a district wide vendor

ADDRESS: 1542 Military Cut Off Rd

CITY: Wilmington

STATE, ZIP: NC 28403

CHECK NUMBER: 53 *Manual Check*

SALES TAX: \$0.00

FOOD TAX: \$0.00

CASH/CHECKING BALANCE: \$2,649.66

CHECK AMOUNT: \$100.00

Exactly One Hundred Dollars and Zero Cents

DESCRIPTION	PURCHASE ORDER	PO LIQ. AMT	INVOICE	EVENT CODE	ACCOUNT	BALANCE	AMOUNT
Athletic equipment storage					3000.000 Athletics - General	\$383.00	\$100.00

Note: The check number (below the date) indicates that the check will not be printed; only posted.

Field Name: Explanation

*Indicates Required Fields

***Check Date:** Automatically defaults to the current system date. If different from the current system date, enter the date in a MM/DD/YYYY format. SchoolFunds Online will check the date to be sure that it falls within the current fiscal year.

***Check Number:** Enter the manual check number. After entering the manual check number, the system automatically increments the number for the next check (entered during the same session). A notification will appear if you try to save a check with a duplicate number.

***Vendor:** Type in the vendor's name. If the vendor has already been saved in the vendor file, type in the first few letters of the vendor's name and a list of possible matches will display below the vendor name field. District wide vendors are noted by an (*) asterisk to distinguish them from the school level vendors. To select the vendor, click with the mouse or use the down arrow key and Tab to select the vendor highlighted. Click Tab and the vendor's address will also quick fill (if an address was set up for this vendor).

New Vendor: When using a new vendor (that is not in the vendor file), type the vendor name and tab. The message "<Vendor name> does not exist in your vendor list. Would you like to add this vendor? The vendor will be a One Time Vendor if you click Cancel." will be displayed. Clicking on the OK button will place a ✓ in the Quick Vendor Add box on the screen. This vendor, along with any address information entered on the check screen, will appear on the check and be added to your vendor file when the check is saved.

If you click on Cancel, the vendor will be considered a "One Time Vendor". The **One Time Vendor** option should be limited to cases where the payee will only be issued one check and will not be used again. **Note: Entering a payee this way does not give any audit record of this payee's activity, nor does it save this payee in the vendor file.**

After clicking the OK button, another message *Make this a 1099 vendor?* displays. Answering OK opens a box on the check screen allowing the SSN or Tax ID number to be entered. If this is not a 1099 vendor, click on Cancel.

Full Vendor Setup: To add a vendor with address, 1099 information, phone number, etc., click this button to navigate directly to the vendor file screen. Click on the “Save/Return to Check” button to return to the check screen with the newly added vendor inserted.

Sales Tax: Enter the amount to be charged for sales tax.

Food Tax: Enter the amount to be charged for food tax.

1099 Amount: If this is a 1099 Vendor, the check total will default to the 1099 box. This amount can be changed if necessary.

Cash/Checking Balance: This is a “display only” field that references the current balance in the Cash/Checking account.

Check Amount: This is a “display only” field that references the total amount of the check.

***Description:** Fill in a check description or reference.

Purchase Order Number: If the check references a purchase order (posted in SchoolFunds Online), insert the PO number by typing the number **0**. A list of outstanding PO’s to this vendor will display below the purchase order field. Click with the mouse or use the down arrow key and Tab to select the PO highlighted. The PO’s detail information, including description, account number, and liquidated amount, will auto-fill on the check screen. To reference a PO not created in SchoolFunds Online, type the PO number as a reference only.

PO Liq Amt.: If a PO is inserted, the liquidated amount, which is the original PO amount, will quick-fill. Change the PO Liq Amt only if you are partially paying the PO and want to leave a remaining open PO balance.

Invoice Number: If the check references an invoice, enter the invoice number here.

Event Code (if activated on the Admin, My Profile screen): To associate an expense with a previously entered Event Code, click on the ↓ and choose an Event Code from the drop down list.

***Account Number:** Type in the first digits or letters of the account you are posting the check against. A list of possible matches will display below the account field. Click with the mouse or use the down arrow key and Tab to select the account highlighted. Clicking on the **Account Balances** button will display a list of all available accounts with current balances for reference.

Balance: The available balance of the account selected will display.

***Amount:** Enter the amount to be charged to the account.

Enter as many detail lines as needed. The total of all the detail lines entered will display as the check amount. After completing the check screen, click on the Save button to save the check. Once the check is saved, it moves into the check register box in the lower portion of the check window. All saved checks appear in the check register waiting to be posted. To print a list of saved checks, click on the Print Proof Listing button. The Proof Listing includes signature lines to use as an approval for the payables.

Posting Manual Checks

Once manual checks have been entered (saved) and are displayed in the Unposted Check register view, they are ready to be posted to the accounts.

How to Post a Manual Check

Select **Checks, Post Checks** from the menu.

Select the check(s) to be posted by clicking in the “Post” column and entering a checkmark in the box. The number and amount of check(s) to be posted will appear in the upper right-hand corner. Click on the **Post** button.

[Home](#) > [Checks](#) > [Post Checks](#)

Post	Check number	Date	Amount	Payee	AMOUNT TO POST:
<input checked="" type="checkbox"/>		5/9/24/2014	\$100.00	AAA Storage	\$100.00

1 CHECK TO POST.